

Ref	_____
Date Received	_____
Department	_____

# East Renfrewshire Renewable Energy Fund Grant Application Form

*(Please use block capitals and black ink)*

## Section 1 - General Information

**1** Name and address of your organisation or group

\_\_\_\_\_  
 \_\_\_\_\_

**2** Name and address of contact person

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Telephone number \_\_\_\_\_

Email

**3** Where and when does your organisation meet?

\_\_\_\_\_  
 \_\_\_\_\_

**4** List of office bearers

Chair/President \_\_\_\_\_ Telephone number \_\_\_\_\_

Email

Secretary \_\_\_\_\_ Telephone number \_\_\_\_\_

Email

Treasurer \_\_\_\_\_ Telephone number \_\_\_\_\_

Email

**5** Please provide details of your bank signatories (voluntary groups only)

Name \_\_\_\_\_ Telephone number \_\_\_\_\_

Name \_\_\_\_\_ Telephone number \_\_\_\_\_

Name \_\_\_\_\_ Telephone number \_\_\_\_\_

Name \_\_\_\_\_ Telephone number \_\_\_\_\_

**6** Is your organisation? (please tick one box)

- A company (registration number \_\_\_\_\_)       A voluntary organisation  
 A charity (registration number \_\_\_\_\_)       Others

**7** If you are registered for VAT please quote number.

**8(a)** Approximately how many people in East Renfrewshire benefit from your organisation's activities?

**9** For how long has your organisation or group been running?

**8(b)** How many of your members are from East Renfrewshire?

**10** Who does your organisation cater for? (e.g. young people, children, elderly, women, black and ethnic minorities etc.)

**11** What is the purpose of your organisation?

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**12(a)** If providing services for children under eight is your organisation registered with the Care Commission?  
(If you need advice on this, contact the Care Commission on 0141 843 4230)

YES/NO

**12(b)** If providing services for young people under 18 years, does your organisation have a Child Protection Policy.  
(If this causes you any problems please contact this office for advice)

YES/NO

**13** What geographical area does your organisation or group cover?

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## Section 2 - Project Information

### 1 Project Description

Describe fully the project for which grant is being sought (background and context of the project, description of works, partner involvements).

*(continue on separate sheet if required)*

**2 Evidence of Demand**

What evidence is there that your project is needed?

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**3 Need for Grant**

(a) Is this grant essential for your project to go ahead?  YES  NO

(b) Which of the following will apply if you receive a grant?

- allow the project to proceed
- accelerate the implementation of the project
- increase the scale of the project
- improve the quality of the project
- secure other financial contributions to the project
- other (please detail)

(c) When will the project proceed?

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**4 Project Management**

Describe how your project will be managed and administered (include details of number of staff involved, previous experience of managing similar projects)

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**5 Project Risk Assessment**

Have you identified any risks that might affect the successful completion of your project? If so, please give details of how these will be addressed.

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**6 Sustainability and Continuity**

Provide details of how the project will continue after ERREF funding has ceased (e.g. exit strategy, business plan, ongoing management/ funding arrangements).

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**7 Planning Permission or Other Regulatory Compliance/Consent**

Does the project require planning permission or any other form of regulatory compliance or consent?

YES  NO

If YES, please give details

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**8 Tendering Arrangements (Public Sector Organisations only)**

a) Please confirm that all Public Procurement, Works, Supplies and Services Directives have, or will be, complied with.

YES  NO  N/A

(b) Please provide details

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**9 Which fund priorities does your project address?** (See Guidance Notes, list all that apply).

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**10 Identify all the expected project outputs and how these will be measured.**

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**11 List any other outcomes from your project that cannot readily be measured but that provide added value to your project.**

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### Section 3 - Financial Information

**1 Financial Summary**

Total Cost of Project (3a + 3b)	Eligible Costs (3a)	% rate of grant requested	Amount of Grant Requested

**2. If you are applying for funds from any other body for this project, detail the amount and status of the application.**

Name of Funding Body	Amount applied for	Status of application	Date/ expected date of award

**3 Project costs**

(a) Provide a breakdown of the project costs for which grant is requested (Eligible Costs only).

Items of Expenditure	£
<b>Total</b>	

(b) Provide a breakdown of all other project costs for which grant is not requested (Ineligible Costs).

Items of Expenditure	£
<b>Total</b>	

**4(a)** Have you received 'in-kind' assistance from East Renfrewshire Council in the last 12 months? (e.g. subsidised hall lets, staff support)

YES    NO

Please specify \_\_\_\_\_

**4(b)** Have you received a grant payment from East Renfrewshire Council in the current or last two financial years?

YES    NO

If YES, use an additional sheet to provide a breakdown of amounts received per financial year.

**4(c)** Have you applied to or received funds from any other body in the current or last three years?

It is necessary to seek information on all public funding received as de-minimis aid over a three year period to ensure that it does not breach the 200,000 EUR ceiling. Please note this does not adversely affect your application. Please continue on a separate sheet if necessary.

Name of Funding Body	Amount applied for	Status of application	Date of award

**5** Give details of your fundraising in the last 12 months e.g. raffles, bag packing etc., (Community Organisations).

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**6 Bank details (Please give details of ALL Bank Accounts held by the organisation. Attach extra sheet if required)**

Title of bank account \_\_\_\_\_

Bank sort code \_\_\_\_\_

Name of bank \_\_\_\_\_

Account number \_\_\_\_\_

Address of bank \_\_\_\_\_

\_\_\_\_\_

**Applications will not normally be considered unless all of the following information is received.**

Please tick the undernoted boxes to confirm that you have submitted this information with your application.

Official  
use only

- |   |                          |
|---|--------------------------|
| <input type="checkbox"/> A current financial statement (income and expenditure) <b>signed by two office bearers.</b>                | <input type="checkbox"/> |
| <input type="checkbox"/> A copy of your most recent bank statement/book (for all accounts).   | <input type="checkbox"/> |
| <input type="checkbox"/> A copy of your constitution <b>signed by two office bearers.</b>   | <input type="checkbox"/> |
| <input type="checkbox"/> A copy of your Child Protection Policy if applicable   | <input type="checkbox"/> |
| <input type="checkbox"/> A copy of your Equal Opportunities Policy  | <input type="checkbox"/> |
| <input type="checkbox"/> Where appropriate, conditions attached to previous awards have been complied with e.g. receipts submitted. | <input type="checkbox"/> |
| <input type="checkbox"/> All plans, drawings, costings, project information in support of your application.                         | <input type="checkbox"/> |
| <input type="checkbox"/>  |                          |
| Three quotations for all the works/ services for which grant is being sought.   | <input type="checkbox"/> |

On behalf of and as authorised by (*insert name of group*) \_\_\_\_\_

we undertake that:

(a) East Renfrewshire Council's Renewable Energy Fund Guidance Notes and Conditions of Grant have been read and will be complied with.

(b) The information provided in this form is accurate and complete.

Signed \_\_\_\_\_ Signed \_\_\_\_\_

Position \_\_\_\_\_ Position \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

**APPLICATIONS WILL NOT BE ACCEPTED UNLESS SIGNED BY TWO OFFICE BEARERS LISTED ON THE FRONT OF THE FORM**

Please submit this application form to:

**East Renfrewshire Council, Democratic Services,  
Council Headquarters, Rouken Glen Road, Giffnock, East Renfrewshire G46 6UG.**

For further information or assistance on East Renfrewshire Council grants  
visit the Council website

**Data Protection Act 2018**

The information you supply on this form will be used by East Renfrewshire Council to process this application. We will also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records. The council will use this information because we need to do so in the public interest, the performance of a contract and in the exercise of official authority, namely the task of administering the grant scheme.. The information will be shared with other public bodies and Scottish Power Renewables to provide this service and to protect public funds by preventing fraud. If you do not provide us with the information we have asked for then we will not be able to provide this service to you. You can find out more about how we handle this information and your rights in respect of it by going to [www.eastrenfrewshire.gov.uk/dataprotection](http://www.eastrenfrewshire.gov.uk/dataprotection). If you do not have access to a computer and wish a paper copy please let us know by contacting the Environment Department on 0141 577 3791